



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Electoral Board

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DATE: August 2014

TO: High School Social Studies Departments, World Language Departments, Government Teachers and Spanish Teachers

FROM: Beth Dixon Methfessel
Program Coordinator

SUBJECT: Election Participation Program for High School Students

The Office of Elections, in partnership with the Fairfax County Public Schools and the Fairfax County Disability Services Board, is encouraging high school students enrolled in US-VA Government to become more involved in the electoral process. Eligible students may volunteer to serve as either an election page or an election officer for the 2014 General and Special Elections on November 4. Please note that there are Federal mandatory requirements for election officers.

In October 2011, Fairfax County became subject to the minority language assistance provisions under Section 203 of the Voting Rights Act for Spanish. To assist the Office of Elections with its efforts in providing bilingual assistance at the polling places, the Fairfax County Electoral Board approved recruiting additional high school students who meet certain requirements. Students at least sixteen years of age, fluent in English and Spanish, enrolled in a high school level Spanish class, or are a member of the Spanish Honor Society, may now serve as an election page.

New this year! The Fairfax County Office of Elections has purchased a new integrated voting system. The new equipment will be used this November, and your students will have an opportunity to assist with the rollout of over 1,000 state-of-the-art voting machines.

The accompanying packet contains additional information about this program. Each student can access this information including the on-line, fillable application forms on our website http://www.fairfaxcounty.gov/elections/hsstudent_program.htm. Please distribute the website information to interested students as soon as possible. Election Day assignments will be made on a first-come, first-served basis.

Following the election, the Office of Elections will submit to the schools the names and hours served by each student participant. Those who complete the program will receive a Certificate of Recognition for their service to the voters of Fairfax County. Many schools accept this time as community service hours for their students.

The future of our democracy depends upon the involvement of our youth in the electoral process. We look forward to working with you and your students this November. For additional information, please e-mail the Office of Elections at elect@fairfaxcounty.gov

Office of Elections

12000 Government Center Pkwy, Suite 323
Fairfax, Virginia 22035

Phone: 703-324-4735, TTY 711, Fax: 703-324-4706

E-Mail: elect@fairfaxcounty.gov WEB: www.fairfaxcounty.gov/elections

Calendar and Contact Information- 2014

- Aug 27** Social Studies In-Service Meeting, Oakton High School, 8:00 am – 12: 00 p.m.
- Aug 29** Student Information Packet available online. Instructions are provided to access program information and on-line applications at http://www.fairfaxcounty.gov/elections/HSstudent_program.htm
- Sept. 2** Schools open.
- Sept. (ASAP)** Teachers distribute website information and publicize program. **Teachers are responsible for screening and selecting the best applicants.** Please submit completed applications at any time, but **NO LATER THAN** October 3.
- No later than Oct 3** **Deadline** for teachers to submit **pre-printed** applications of **no more than 30 Election Pages**. (Additional Page positions may become available later in October. Please keep a record of all interested students for follow-up. Submit Student Election Officer applications. *No limit on Student Election Officers.* [Students must submit the completed I-9 form along with other required documentation so that an Election Day assignment can be made.]
- No later than Oct 10** Office of Elections begins confirming training class dates and times for Election Pages via email notification.
- Sept/Oct** Training for Election Officers at various times and locations. Consult website. Pre-registration is required for these classes.
- Oct. 18 Saturday** Training for Election Pages at the Fairfax Government Center, Fairfax 10 a.m. – 12 noon **or** 1:30 p.m. – 3:30 p.m.
- Oct. 20 Monday** Training for Election Pages at the Fairfax Government Center, Fairfax 7 p.m. – 9 p.m.
- Oct. 22 Wednesday** Training for Election Pages at Hayfield Secondary School, Alexandria 7 p.m. – 9 p.m. [Attendance at one of the training sessions is **MANDATORY**. Election Day assignment letters will be distributed at the end of each training session.]
- Nov. 4** **ELECTION DAY**
- Dec 2014** On Election Day, each student should ask their Chief Election Officer to sign an “Hours Served” sheet to confirm their hours of service when their shift is complete. Additionally the Office of Elections will confirm the student participants to their respective government or Spanish teachers.
- Dec 2014** Office of Elections mails Certificates of Participation for Election Pages and Election Officers directly to schools.

Office of Elections

12000 Government Center Parkway, Suite 323
Fairfax, VA 22035
(703) 324-4735

Student Election Page/Student Election Officer Information: (703) 324-4740

Fax: (703) 324-4706

E-mail: elect@fairfaxcounty.gov

Web Site: <http://www.fairfaxcounty.gov/elections>

General Information for High School Participants-2014

(Please read thoroughly)

The Office of Elections encourages interested high school VA-US government students **or** bilingual Spanish students who are at least sixteen years of age, fluent in English and Spanish, and enrolled in a high school Spanish class or the Spanish Honor Society to participate in this November's General and Special Elections. Students may serve as an Election Officer or as an Election Page in a local polling place.

All students MUST use the on-line application form in addition to the following...

- Must complete the appropriate training class as required by the Office of Elections.
- Will serve in a polling place as assigned by the Office of Elections under the direct supervision of the Chief Election Officer in the designated precinct.
- Must arrive on time and may not leave the polling place during their assigned shift.
- Must be strictly impartial at all times, not discussing politics, candidates or issues.
- Must dress appropriately – no jeans, shorts, sweats, t-shirts, etc.
- Must use appropriate language and behavior at all times.

Assignments

Each student will receive a formal letter confirming his/her Election Day assignment after training is completed. No guarantees will be made that students will serve in their precinct.

Student Election Pages will be assigned to polling places to assist the Election Officers on Election Day and will serve a 5 a.m. to 1 p.m. or a 12:30 p.m. to 8:30 p.m. shift.

Student Election Officers will be used to supplement existing Election Officers as needed throughout the County, serving all day from 5 a.m. to 9 p.m. or later.

Mandatory Training for Student Election Pages

Please indicate your choice of training session on the application. A training reminder letter will be e-mailed to each applicant. The training will cover election procedures, voting machines and a short program on how to assist persons with disabilities.

Students are required to take one of the four 2-hour Election Page training classes:

Saturday, October 18	10:00 am-12:00 pm	Fairfax County Government Center
Saturday, October 18	1:30 pm-3:30 pm	Fairfax County Government Center
Monday, October 20	7:00 pm-9:00 pm	Fairfax County Government Center
Wednesday, October 22	7:00 pm-9:00 pm	Hayfield Secondary School

Mandatory Training for Election Officers

Election Officers are required by state law to attend one training class prior to working an election. These classes are held in September and October in various locations. Each session lasts about 3 hours, focusing on polling place procedures and voting machine operation. Pre-registration is required for all training sessions. The schedule for these classes can be found on the Fairfax County website www.fairfaxcounty.gov/elections

For student election officers only...To serve as an election officer, students MUST be registered voters. They must also provide additional documentation **IN PERSON**, including the Federal I-9 form plus identification (for example, driver's license, social security card and/or passport), and the Fairfax County Election Officer Oath. Students may complete this paperwork at their training session. Under no circumstances will a student be assigned until these requirements are met.

Recognition

In recognition of service provided, each student will be sent a "Certificate of Appreciation" following the election. School coordinators will be provided with a list of participants who attended training and served on Election Day so that the appropriate classroom or service credit may be awarded.

Instructions for High School Social Studies and Spanish Departments-2014

The Office of Elections encourages interested high school VA-US government students **or** bilingual Spanish students who are at least sixteen years of age, fluent in English and Spanish, and enrolled in a high school Spanish class or the Spanish Honor Society to participate in this November's General and Special Elections. Students may serve as an Election Officer or as an Election Page in a local polling place.

Within the school - the coordinators and/or teachers will ...

- **Publicize** the Election Day Participation Program in government or Spanish classes as soon as possible. Details on the qualifications and requirements for each position are contained on the accompanying information sheets. **Please note: This program is NOT designed to simply obtain community service hours. It is, however, ideal for the student who displays a strong work ethic and a desire to learn about the electoral process.**
- **Distribute** the program's website address so students can personally access the program information and complete the on-line application. The student must collect the appropriate signatures from parent/guardian and government or Spanish teacher. Do not submit hand-written applications.
- **Collect** all Student Page and Election Officer applications. [Please limit the number of Election Page applications to 30.](#) We will try to place students in or near their home precinct but cannot guarantee it. There is no limit on applications for student Election Officers as long as they are registered to vote by October 14, 2014 (the last day to register to vote for the November election), and commit to attend a mandatory election officer training session. No later than their training class, they will be required to submit an I-9 form (attached) with required documentation. Student election officers may choose to serve as unpaid volunteers. Consult website for training dates and times www.fairfaxcounty.gov/elections/working.
- **Submit** student applications as soon as possible, but **no later than October 3**, to:
Beth Dixon Methfessel, Coordinator, Office of Elections, 12000 Government Center Parkway, Suite 323, Fairfax, VA 22035, or by fax: 703-324-4706.

The Office of Elections will ...

- Provide the required **training classes** for all student participants. Election Page training notification will be sent electronically, however, ***if for any reason the student does not receive a notification prior to their chosen training date, he/she must still plan to attend one of the four training classes.*** Polling place assignments will be distributed at the end of the Election Page training classes. Election Officers will receive an appointment letter and a polling place assignment as soon as they have submitted all required I-9 documentation and attended one training class.
- Provide a **follow-up** questionnaire for the students to evaluate their training and experience on Election Day.
- Present **certificates** to the student Election Pages and Election Officers in recognition of their service.
- No later than December 15, 2014, a list of Election Day participants will be sent to each high school. However, students should verify the number of hours they worked on Election Day with their Chief Election Officer.

Information for Election Pages – 2014

This program is designed for the highly motivated student who is interested in learning more about the electoral process. Eligible students must be enrolled in a high school level US-VA Government class **or** be at least sixteen years of age, fluent in Spanish, and enrolled in a high school level Spanish class or a member of the Spanish Honor Society in order to volunteer to serve as Election Pages in a local polling place on Election Day.

To participate, a student is required to complete the on-line application which includes a signed agreement by the student, a signed approval from a parent/guardian, and a signed recommendation from the student's government, Spanish teacher, or homeschool advisor. Additional information and applications can be found on our website http://www.fairfaxcounty.gov/elections/HSstudent_program.htm Participants must also provide their own transportation to the mandatory training class and to the precinct on Election Day.

Election Pages . . .

- ❖ Must be United States citizens. All pages must be fluent in English and bilingual students must also be fluent in Spanish (Mandatory.)
- ❖ Do not represent a political party, nor do they receive compensation for serving.
- ❖ Must complete the **on-line** application and return it, *with all required signatures*, to their teacher **no later than October 3, 2014**. Although there is no guarantee, the earlier this application is turned in to the Office of Elections, the greater the likelihood the student will be placed in or near their home precinct.
- ❖ Are required to attend **ONE** of the four 2-hour training classes offered:
 - Saturday, October 18, 10 am – 12 noon at the Fairfax County Government Center
 - Saturday, October 18, 1:30 pm- 3:30 pm. at the Fairfax County Government Center
 - Monday, October 20, 7-9 pm at the Fairfax County Government Center
 - Wednesday, October 22, 7-9 pm at Hayfield Secondary School, Alexandria

The classes will include disability awareness etiquette, as well as election instruction. Election Day assignments will be distributed at the conclusion of training. **IF YOU DO NOT ATTEND TRAINING, YOU WILL NOT BE ASSIGNED TO A PRECINCT.**

- ❖ Are required to subscribe to the Election Page Oath administered following the training class and again on Election Day.
- ❖ Are required to work in their assigned precinct for the full duration of their shift, 5 a.m. to 1 p.m. **or** from 12:30 p.m. to 8:30 p.m. Pages may *not* leave the polling location during their shift.
- ❖ Serve under the direct supervision of the Chief Election Officer of the precinct.
- ❖ Will assist Election Officers by setting up the polling place, directing voters, assisting elderly and disabled voters, and distributing information.
- ❖ Pages may observe, but may *not* handle ballots, check names in the pollbooks, operate voting machines or tally results.
- ❖ Must be strictly impartial at all times. There is no discussion of candidates, parties, issues or political topics while inside the polling place by any of the election workers.

Please note that if a student's parent serves as an Election Officer, we will assign students and parents to the same precinct, if possible, upon their request.

Commonwealth of Virginia – County of Fairfax
Election Page Application-2014

Please use the on-line fillable form to avoid processing delays. Fill out form completely.

Full Legal Name _____

Birthdate _____ High School _____

Govt/Spanish Teacher _____ Home Precinct (if known) _____

Address _____ Assigned Precinct _____
And Time _____ (Office Use Only)

_____ Assignment Number _____
(Office Use Only)

Phone (Home) _____ E-mail _____

Phone (Cell) _____
VERY IMPORTANT!! If your email service includes a spam blocker, make sure the provided email address can accept emails from fairfaxcounty.gov

Beside English, I am fluent in _____

Are you willing and do you have the transportation necessary to serve out of precinct *even if it takes an additional fifteen (15) minutes to get there?* _____

Is your parent/guardian an Election Officer serving in the November 4, 2014 election? _____

Training Dates: Sat. October 18 Sat. October 18 Mon. October 20 **Wed. October 22
[10-12 p.m. [1:30-3:30 p.m. 7-9 p.m. 7-9 p.m.

****All sessions will be held at the Fairfax County Government Center except for Wednesday, October 22 which will be held in Room 1406 at Hayfield Secondary School.**

Election Day Shifts: [] 5 a.m. – 1 p.m. [] 12:30 p.m.-8:30 p.m. Either time

I understand that I am required to attend one of the training classes, prior to serving as an Election Page, and that I may not leave the polling place during my shift on Election Day. I understand that I may not be assigned in or near my home precinct and will provide my own transportation.

I certify that I am a citizen of the United States (mandatory).

Date _____ Student Signature _____

Parental/Guardian Approval

I have reviewed the application and my son/daughter _____
may participate in the Election Page program on November 4, 2014. *I understand that my student may not be assigned in or near their home precinct and will have to provide their own transportation.*

Date _____ Parent Signature _____

Government Teacher/Counselor Recommendation

I recommend this student for participation in the program.

Date _____ Teacher Signature _____

Print First and Last Name and E-mail Address of Teacher

Information for Election Officers-2014

Any student who will be 18 years old on or before November 4, 2014, and has registered to vote by October 14, 2014, is eligible to serve as an Election Officer in one of Fairfax County's 241 polling places. To participate, a student must complete the on-line application which includes a signed commitment from the student and a signed recommendation from the government teacher or counselor. This information can be found on our website: http://www.fairfaxcounty.gov/elections/HSstudent_program.htm

Each participant is required by state law to attend an Election Officer training class conducted by the Office of Elections.

Mandatory: Student Election Officers must complete the Federal I-9 form and provide proof of identity (driver's license, social security card and/or passport) no later than their training session. No one shall be assigned without complete documentation.

Election Officers . . .

- ❖ Must be registered voters in Virginia in order to serve as an Election Officer.
- ❖ Choose to represent the Democratic Party, the Republican Party or serve as an Independent. Virginia Election Law (Section 24.2-115) requires equal representation of the two major political parties in each polling place. Election Officers are assigned accordingly.
- ❖ Are paid \$175 for their service on Election Day, or upon request, may serve as unpaid volunteer officers.
- ❖ Are required to attend a training class prior to serving (class schedule available on Fairfax County's website: www.fairfaxcounty.gov/elections)
- ❖ Subscribe to the Election Officer Oath prior to Election Day. Notaries are available at the training classes for this purpose.
- ❖ Work the entire day from 5 a.m. through closing of the polling place (about 9 p.m. or later). Election officers may not leave the polling place during the day.
- ❖ Serve under the direct supervision of the Chief Election Officer of the assigned precinct.
- ❖ Are responsible for the conduct of the election, including checking names and identification, operating voting machines and ascertaining results as directed by the Chief Election Officer.
- ❖ Must be strictly impartial at all times; may not discuss candidates, parties, issues or political topics while in the polling place.
- ❖ Will be assigned to a polling place as close to home as possible. Election Officers who are not serving in their "home precinct" may vote by absentee ballot prior to Election Day. Absentee ballots, if mailed, must be received by the Office of Elections office by 7 p.m. on November 4. In-person absentee voting begins September 19 at 8 a.m. and concludes on November 1 at 5 p.m.; locations vary around the county.

Please note that if a student's parent also serves as an Election Officer, we will assign students and parents to the same precinct, if possible, upon their request.

Commonwealth of Virginia – County of Fairfax
Student Election Officer Application-2014
Additional Documentation Required –See “Information for Election
Officers – Mandatory”

(Registered Voters Only - Registration Deadline is October 15, 2014)

Please use the on-line fillable form to avoid processing delays. Fill out form completely.

High School _____ Govt/Spanish Teacher _____

Full (Legal) Name _____

Last 4 digits of SSN (required) _____ Birthdate _____

Address _____ **Confirmed Registration** _____
(Office Use Only)

_____ **Assigned Precinct** _____
(Office Use Only)

Beside English, I am fluent in _____

E-mail Address _____

VERY IMPORTANT!! If your email service includes a spam blocker, make sure the provided email address can accept emails from fairfaxcounty.gov

Home Precinct (from Virginia Voter Identification Card) _____ (if known)

Home Phone (____) _____ Cell Phone (____) _____

Student Agreement

I agree to represent the ☐ Democratic Party ☐ Republican Party ☐ Independent

☐ I would like to serve as an unpaid volunteer officer. (Election Officers are usually paid \$175).

☐ I am or will be registered to vote no later than October 14, 2014.

☐ I understand that I must attend a training class prior to serving as an Election Officer. By that time, I will have submitted a completed I-9 form with required documentation.

☐ I understand that I am obligated to serve from 5 a.m. to closing (approximately 9 p.m. or later) on Election Day, and that I may not leave the polling place during the day.

☐ I am willing to work in either my home precinct or a nearby precinct and can provide my own transportation.

☐ I do not hold elected office, paid or unpaid, under the governments of the United States, Virginia, or any Virginia County, City or Town, and am not the deputy or employee of an elected official.

Date _____

Signature of Student Applicant

Teacher Recommendation:

I recommend _____ for the position of Election Officer.

Student Name

Date _____

Signature of Teacher

Print Name and E-mail of Teacher